

UNITED STATES COURT OF APPEALS

District of Columbia Circuit



Vacancy Announcement Number: USCA-03-5

Position Title: PROPERTY AND PROCUREMENT SPECIALIST

**Salary Range: \$38,737 - \$63,022 (CL-27, comparable to GS-11),
depending on qualifications.**

Position Location: WASHINGTON, D.C.

Opening Date: August 25, 2003

First Screening: September 3, 2003

Closing Date: OPEN UNTIL FILLED.

POSITION SUMMARY: The Office of the Clerk, U.S. Court of Appeals for the D.C. Circuit, is seeking a qualified, reliable individual to serve as a property and procurement specialist.

RESPONSIBILITIES: Responsible for the procurement and delivery of goods and services in support of the operational requirements of the judicial chambers and offices of the Court. The incumbent procures supplies, equipment, furniture and services from government and non-government sources; procures and monitors equipment maintenance and rental agreements; maintains procurement records, property records and inventories; reconciles accounts; assists in the budget process; and assists with space and facilities projects, including office moves.

QUALIFICATIONS: Applicant must be a high school graduate or equivalent and have at least three years general experience. For the minimum salary, applicant must have two years specialized experience, including one year equivalent to work at the CL-25 level. To be considered for a salary above minimum up to and including the full performance level at step 25 (considering competitive factors and an evaluation of quality of experience), applicant must have at least two years specialized experience equivalent to work at the CL-25 level. Federal procurement experience, as well as experience in a federal court, state court or legal setting is desirable. Excellent tact, judgment, flexibility, the ability to handle a high volume of work, and the ability to prioritize are essential. Applicant must have effective oral and written communication

skills appropriate with communicating with judicial officers and their staff.

TERMS: The first year of employment is considered a probationary period.

REQUIREMENTS: Because the D.C. Circuit entertains a large number of high-profile and sealed cases, employees are subject to strict confidentiality requirements. In addition, employment is contingent upon the completion and satisfactory results of a background records check.

Applicants must be United States citizens or eligible to work in the United States. All positions in the Clerk's Office are excepted appointments and are "at will." The United States Court of Appeals is an Equal Employment Opportunity employer. The successful applicant will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.

Send résumé to:

**U.S. Court of Appeals for the D.C. Circuit
E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W., Room 5434
Washington, D.C. 20001-2866
Attn: Valory Miller, Personnel Specialist
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